



POSITION DESCRIPTION

TITLE:	Program Manager, Moving Forward Coalition
GROUP/OFFICE:	Executive
BAND/STATUS:	Operational
REPORTS TO:	Associate Director, Moving Forward Coalition
EFFECTIVE DATE:	March 1 st , 2023

***This is an 15 month grant funded temporary position.**

This position may be filled by an individual working remotely (in-office not required).

Temporary Moving Forward Coalition Program Manager

In April 2022, the National Academies of Sciences, Engineering, and Medicine (NASEM) Released the first comprehensive study of the challenges facing nursing homes in the United States in 35 years. [The National Imperative to Improve Nursing Home Quality: Honoring Our Commitment to Residents, Families and Staff](#) examines how our nation delivers, finances, regulates, and measures the quality of nursing home care with particular emphasis on challenges that have arisen in light of the COVID-19 pandemic.

Funded by The John A. Hartford Foundation, LeadingAge has convened a broad coalition of stakeholders to activate the policy and practice recommendations of the NASEM study report. This is a two-year grant funded project with 18 months remaining between March 2023 and July 1st, 2024.

We seek an experienced program manager to support the team in driving the Coalition's Vision and Mission forward.

The program manager will be engaged as a LeadingAge part-time staff member at 30-40 hours per week beginning March 1st, 2023. The program manager will report to the Associate Director, working in close collaboration with the Coalition's Chair and Executive Sponsor/LeadingAge CEO.

The program manager will:

- manage specific day-to-day Coalition activities
- handle communications with project leaders, partners, and diverse participants (including responses to inquiries, specific Coalition outreach and ongoing collaborations)
- assist with scheduling calls and meeting
- take notes and manage documents
- research and identify resources and key literature
- prepare or draft materials
- collect and maintain any data related to Coalition participants, partners, and activities (including using AirTable, Google Drive and other platforms)

- work with the communications team, associate director and chair to develop and disseminate information about the Coalition and its work across multiple platforms (newsletter, social media, Zoom events, etc.)

The successful candidate will be highly organized, have outstanding and proven program management and communication skills, be skilled in seamlessly moving between providing input and executing detailed routine tasks.

Essential Duties and Responsibilities:

- Serve as a coordinating contact for the Chair, Associate Director, coalition participants, and other key stakeholders
- Promote clear, ongoing and timely communications with coalition participants and interested stakeholders
- Develop, maintain and remind teams of timelines for the overall project and specific tactics
- Oversee material/resources development, approvals and distribution, working closely the Chair, Associate Director, Coalition members and others
- Develop, schedule, and manage social media posts, events and other public engagement
- Schedule, organize and participate in coalition meetings and convenings.
- Provide information and materials to grant evaluation team if requested
- In partnership with Associate Director and key stakeholders develop, collect and generate reports on performance metrics

Qualification, Knowledge & Skill Required:

- Bachelor's degree in public administration, political science, marketing, health care, or an equivalent combination of education and experience
- Minimum 3-5 years' project leadership experience required. Project Management Professional (PMP) certification strongly preferred
- Experience supporting multiple, senior executives and key stakeholders to drive progress and meet goals
- Demonstrated ability to effectively manage project timeline and budget; prioritize competing tasks and deadlines
- Ability to analyze and synthesize qualitative and quantitative data
- Strong written and verbal communication skills
- Demonstrated ability in providing oversight of schedule and engagements across an organization
- Familiarity with aging programs and services and nursing homes preferred
- Experience working on branding, website, materials production, and social media preferred

ADA SPECIFICATIONS:

- Ability to communicate information and ideas so others will understand.
- Ability to learn/translate/refer to large amounts of technical material and produce extensive communications.
- Ability to travel to external meetings both locally and nationally, including periodic overnight travel.
- Normal work requires frequent use telephone and computer (monitor, keyboard, mouse).
- Ability to be mobile at Annual Meeting; Leadership Summit Conference; and other meetings and events.

- May be required to be mobile frequently while in the office to access file cabinets, office equipment, attend meetings, etc.
- May require standing/sitting for prolonged periods of time during meetings and conferences.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

We are an equal opportunity employer committed to attracting and maintaining a diverse work force. We seek talented, dedicated professionals who have a genuine interest in helping us fulfill our promise to: Inspire. Serve. Advocate.

*LeadingAge provides a dynamic and collegial work environment; competitive salary and benefits; and a Woodley-Park Zoo Metro location: 2519 Connecticut Avenue, NW, Washington, DC 20008. We encourage you to submit your cover letter and resume online through our [ADP Workforce Now Candidate Portal](#). Follow the “Program Manager, Moving Forward Coalition” vacancy link. *Principals only and no phone calls please.**